



Organization of Chinese Americans – Central VA (OCA-CVC) 2020 Community Grant Guidelines

Mission

- OCA-CVC is dedicated to advancing the social, political, and economic well-being of Asian Pacific Americans.

Purpose

- The grant must be used to preserve, promote and participate in Chinese culture locally. If you are unsure if you can use the grant for a specific expense, please contact OCA-CVC at oca.centralva@gmail.com.

Eligibility

- Representative completing the application on behalf of the organization must be a current OCA-CVC member through June 30th in the year of application.
- OCA-CVC board members and their family members are not eligible to apply.
- Organizations that are primarily religious or political, or for profit are not eligible.
- Organizations must be based in the greater Richmond area
- The purpose for which the grant is given must primarily take place in the greater Richmond area and within the calendar year or 6 months of receiving the grant.
- OCA-CVC will not consider multiple requests from the same organization within the same year.
- Due to limited funding, we cannot guarantee that every eligible organization will be awarded a grant.
- Organizations that do not fulfill the commitments for a grant previous awarded by OCA-CVC are not eligible to apply for three years.

Deadline

- The application must be received by the deadline specified on the application form or it will be rejected.

Application Evaluation

- The OCA-CVC Board will determine the annual areas of priority, the total number and amounts of the grants.
- The OCA-CVC Board will establish a community grant committee to determine the merits of each application.
- The evaluation process will begin after all eligible applications are received by the deadline.
- The committee will ensure that the applications have met the grant guidelines and will evaluate them based on several criteria, including the organizations' support of OCA-CVC mission and goals; planned current year participation; past contributions and/or participation; justification for grant request; non-profit status; and guarantee to fulfill the grant's purpose.
- The committee will present their recommendations to the OCA-CVC Board, who will make the final decisions.

Post-Activity Evaluation & Audit

- To be considered for future grants, grant recipients must submit a post-activity report within two months after the funds granted have been used or issued, no later than August 31, whichever is earlier.
- The application requires the name and contact information of the person from the organization who will be responsible for submitting the post-activity report.
- Organization must prove that the total amount of the grant was used as described in the application by submitting proofs of payment (invoices, receipts or cleared checks). Payments made six months prior to the grant's issuance are not allowed.
- The community grant committee will then present a summary report to the OCA-CVC Board before the next OCA-CVC annual meeting.

¹ If Applicant Is Not A Current OCA-CVC Member, Applicant Must Submit A Scanned Copy Of Recently Paid Membership Application + Check (do not show bank account number) Together With This Application



Central Virginia Chapter



Organization of Chinese Americans – Central VA (OCA-CVC)
2020 Community Grant Application

Representative Completing This Application On Behalf Of The Organization
Must Be A Current OCA-CVC Member until June 30th.

Please complete this application and attach your organization's mission, board member information, and information related to the contact person along with this application. All application materials must be submitted to vipppchu@yahoo.com and wmgoh168@gmail.com by Saturday, April 18, 2020.

1. Organization Name

2. Mailing Address

3. Website Address

4. 501(c)(3) Yes No If yes, please provide organization's tax ID #

5. How will the grant be spent? Event Education Goods Project Other
Please describe

Blank lines for describing grant usage

6. Please complete the "Justification For Grant Request" included in this Application.
If the grant will be used for an event, do you have any partners or sponsors? Yes No

7. If yes, please list

8. Event Name Event Date # of Attendees

9. What is the total expected cost of #8? \$

10. Cost Breakdown

Table with 3 columns: Line Item, Amount, \$

11. If partial funding is provided, I will commit to fully completing #5 Yes No

12. Person responsible for submitting a post-activity report

2 Same as footnote 1 - If Applicant Is Not A Current OCA-CVC Member, Applicant Must Submit A Scanned Copy Of Recently Paid Membership Application + Check (do not show bank account number) Together With This Application

3 In the Post-Activity Report, Applicant must submit proof (quotes and invoices, receipts or cleared checks) of all payments associated with the grant that are equal to or exceed the amount granted and that commensurate with the year of the grant. Payments older than six months before the grant year are not allowed.

4 To be considered for future grants, grant recipients must submit a post-activity report within two months after the grant has been spent, or no later than August 31, whichever is earlier.

13. Name _____ Title _____
14. Phone _____ Home Work Cell Email _____

I declare that I am a current OCA-CVC member⁵, have read the OCA-CVC Community Grant Guidelines, the information provided in this application is true and correct, and I have the authority to complete this application on behalf of my organization.

Signature _____ Date _____

Print Name _____ Title _____

Phone _____ Home Work Cell Email _____

⁵ Same as footnote 1 - If Applicant Is Not A Current OCA-CVC Member, Applicant Must Submit A Scanned Copy Of Recently Paid Membership Application + Check (do not show bank account number) Together With This Application



**Organization of Chinese Americans – Central VA (OCA-CVC)
2020 OCA-CVC Community Grant Application**

JUSTIFICATION FOR GRANT REQUEST

Please provide the following additional information to show what your organization has done to support OCA-CVC, and why OCA-CVC should provide a grant to your organization. Please include this in your Application.

1. Organization Name _____
2. Number of Members _____ Number of Members who are also OCA-CVC Members _____
3. Describe what your organization and members will do and have done to participate in and to support OCA-CVC activities and why OCA-CVC should provide a financial grant to your organization (include an attachment if needed).

I declare that I am a current OCA-CVC member⁶ through June 30th of this year, have read the OCA-CVC Community Grant Guidelines, the information provided in this application is true and correct, and I have the authority to complete this application on behalf of my organization.

Signature _____ Date _____

Print Name _____ Title _____

Phone _____ Home Work Cell Email _____

⁶ Same as footnote 1 - If Applicant Is Not A Current OCA-CVC Member, Applicant Must Submit A Scanned Copy Of Recently Paid Membership Application + Check (do not show bank account number) Together With This Application